

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: GIS Analyst I

Revised: 09/13
EEO Category: Technician
Status: Non-exempt
Control No: 30350

II. Summary Statement of Overall Purpose/Goal of Position:

Under direction of the Information Technology (IT) Director, assists the City GIS Administrator with professional map preparation and printing; does database work; and performs GIS analysis and GIS tool development. Works with other city departments, outside agencies, and the public.

III. Essential Duties:

- Uses GIS software (ArcGIS and other GIS tools and products) to create, design, and edit GIS data.
- Responds to city department and public requests for standard or custom maps, charts, graphs, GIS analysis, GIS projects, and related information.
- Performs GIS analysis using various tools, extensions and scripts.
- Assists in developing geographic database structure, tables, forms, and reports.

IV. Marginal Duties:

- Performs data-entry.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires one year of education, training, or certificate in GIS, geography, cartography, databases, or related subject.

Experience: Requires one year of GIS, cartography, computer mapping, or related work experience. May substitute any equivalent combination of education and experience for two years total.

Certifications/Licenses: Requires a valid Utah Driver=s License.

Probationary Period: A one-year probationary period is required for this position.

Knowledge of: GIS; cartographic principles; nomenclature, symbols, principles and mathematics of mapping; map interpretation; ArcGIS; Microsoft Excel; Geocoding; Windows, PC use and practices; Local Area Network principles; correct English usage, spelling, and grammar.

Responsibility for: The care, condition, and use of computer equipment; provision of maps, charts, graphs, and related information; database maintenance.

Communication Skills: Ability to communicate verbally and in writing; ability to follow complex written and oral instructions; establish and maintain effective working relationships with the public and city personnel.

Tool, Machine, Equipment Operation: Requires use of office equipment including computers, printers, plotters, copier, and telephone system.

Analytical Ability: Read and interpret graphs, charts, plans, diagrams, and maps; prepare maps, graphics, reports, etc. to display results/ solutions; ability to creatively analyze and solve problems; able to use ESRI extensions and tools to solve analytical requests.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; some pressure is generated by contact with the public and establishing priorities; minimal evening and weekend work are necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____